

Office of State Aid Road Construction 412 Woodrow Wilson Ave., Jackson, MS 39216

J. Brooks Miller, Sr., P.E.

AGENCY ADDRESS CHIEF EXECUTIVE OFFICER

	Actual Expenses FY Ending June 30, 2011	Estimate Expenses FY Ending June 30, 2012	Requested for FY Ending June 30, 2013	Requested Increase (+) or Decrease (-) FY 2013 vs. FY 2012 (Col. 3 vs. Col. 2)	
				AMOUNT	PERCENT
I. A. PERSONAL SERVICES					
1. Salaries, Wages & Fringe Benefits (Base)	3,043,072	3,468,728	3,468,728		
a. Additional Compensation			43,690		
b. Proposed Vacancy Rate (Dollar Amount)					
c. Per Diem					
Total Salaries, Wages & Fringe Benefits	3,043,072	3,468,728	3,512,418	43,690	1.25%
2. Travel					
a. Travel & Subsistence (In-State)	36,805	65,000	65,000		
b. Travel & Subsistence (Out-of-State)	12,636	25,000	25,000		
c. Travel & Subsistence (Out-of-Country)					
Total Travel	49,441	90,000	90,000		
B. CONTRACTUAL SERVICES (Schedule B):					
a. Tuition, Rewards & Awards	7,401	9,500	9,500		
b. Communications, Transportation & Utilities	20,176	21,000	21,000		
c. Public Information	188	200	200		
d. Rents	14,254	17,000	17,000		
e. Repairs & Service	7,579	9,050	9,050		
f. Fees, Professional & Other Services	389,675	675,118	675,118		
g. Other Contractual Services	24,423	24,600	24,600		
h. Data Processing	633,564	744,270	744,270		
i. Other	7,475				
Total Contractual Services	1,104,735	1,500,738	1,500,738		
C. COMMODITIES (Schedule C):					
a. Maintenance & Construction Materials & Supplies					
b. Printing & Office Supplies & Materials	21,762	52,000	52,000		
c. Equipment, Repair Parts, Supplies & Accessories	32,190	46,450	46,450		
d. Professional & Scientific Supplies & Materials		3,500	3,500		
e. Other Supplies & Materials	5,270	8,050	8,050		
Total Commodities	59,222	110,000	110,000		
D. CAPITAL OUTLAY:					
1. Total Other Than Equipment (Schedule D-1)					
2. Equipment (Schedule D-2):					
b. Road Machinery, Farm & Other Working Equipment					
c. Office Machines, Furniture, Fixtures & Equipment	1,200	20,000	20,000		
d. IS Equipment (Data Processing & Telecommunications)	51,824	60,000	60,000		
e. Equipment - Lease Purchase					
f. Other Equipment					
Total Equipment (Schedule D-2)	53,024	80,000	80,000		
3. Vehicles (Schedule D-3)	37,680	90,000	90,000		
4. Wireless Comm. Devices (Schedule D-4)	1,980	1,500	1,500		
E. SUBSIDIES, LOANS & GRANTS (Schedule E):	128,121,129	190,000,000	190,000,000		
TOTAL EXPENDITURES	132,470,283	195,340,966	195,384,656	43,690	0.02%
II. BUDGET TO BE FUNDED AS FOLLOWS:					
Cash Balance-Unencumbered	40,081,329	92,222,618	92,222,618		
General Fund Appropriation (Enter General Fund Lapse Below)					
State Support Special Funds					
Federal Funds					
Other Special Funds (Specify)	42,579,461	60,000,000	60,000,000		
Administrative	5,002,081	5,340,966	5,384,656	43,690	0.81%
State Aid Construction Program	76,955,358	90,000,000	90,000,000		
Local System Bridge Program	60,074,672	40,000,000	40,000,000		
Less: Estimated Cash Available Next Fiscal Period	(92,222,618)	(92,222,618)	(92,222,618)		
TOTAL FUNDS (equals Total Expenditures above)	132,470,283	195,340,966	195,384,656	43,690	0.02%
GENERAL FUND LAPSE					
III. PERSONNEL DATA					
Number of Positions Authorized in Appropriation Bill					
a.) Full Perm	53	55	55		
b.) Full T-L					
c.) Part Perm.					
d.) Part T-L					
Average Annual Vacancy Rate (Percentage)	4.87				
a.) Full Perm					
b.) Full T-L					
c.) Part Perm.					
d.) Part T-L					

Approved by: J. Brooks Miller, Sr.
 Official of Board or Commission

Budget Officer: Brandi Stuart / bstuart@osarc.state.ms.us

Phone Number: 359-7133

Submitted by: Brandi Stuart
 Name

Title: Accounting & Finance, Director

Date: July 29, 2011

REQUEST BY FUNDING SOURCE

Name of Agency Office of State Aid Road Construction

Specify Funding Sources As Shown Below	FY 2011 Actual Amount	% Of Line Item	% Of Total Budget	FY 2012 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2013 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative	3,043,072	100.00%		3,468,728	100.00%		3,512,418	100.00%	
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Salaries	3,043,072		2.29%	3,468,728		1.77%	3,512,418		1.79%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative	49,441	100.00%		90,000	100.00%		90,000	100.00%	
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Travel	49,441		0.03%	90,000		0.04%	90,000		0.04%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative	1,104,735	100.00%		1,500,738	100.00%		1,500,738	100.00%	
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Contractual	1,104,735		0.83%	1,500,738		0.76%	1,500,738		0.76%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative	59,222	100.00%		110,000	100.00%		110,000	100.00%	
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Commodities	59,222		0.04%	110,000		0.05%	110,000		0.05%

REQUEST BY FUNDING SOURCE

Name of Agency Office of State Aid Road Construction

Specify Funding Sources As Shown Below	FY 2011 Actual Amount	% Of Line Item	% Of Total Budget	FY 2012 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2013 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative									
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Other Than Equipment									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative	53,024	100.00%		80,000	100.00%		80,000	100.00%	
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Equipment	53,024		0.04%	80,000		0.04%	80,000		0.04%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative	37,680	100.00%		90,000	100.00%		90,000	100.00%	
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Vehicles	37,680		0.02%	90,000		0.04%	90,000		0.04%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____									
9. Administrative	1,980	100.00%		1,500	100.00%		1,500	100.00%	
10. State Aid Construction Program									
11. Local System Bridge Program									
12.									
Total Wireless Comm. Devices	1,980		0.00%	1,500		0.00%	1,500		0.00%

REQUEST BY FUNDING SOURCE

Name of Agency Office of State Aid Road Construction

Specify Funding Sources As Shown Below	FY 2011 Actual Amount	% Of Line Item	% Of Total Budget	FY 2012 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2013 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____	36,609,832	28.57%		60,000,000	31.57%		60,000,000	31.57%	
9. Administrative									
10. State Aid Construction Program	65,150,470	50.85%		90,000,000	47.36%		90,000,000	47.36%	
11. Local System Bridge Program	26,360,827	20.57%		40,000,000	21.05%		40,000,000	21.05%	
12.									
Total Subsidies, Loans & Grants	128,121,129		96.71%	190,000,000		97.26%	190,000,000		97.24%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Federal _____ Other Special (Specify) _____	36,609,832	27.63%		60,000,000	30.71%		60,000,000	30.70%	
9. Administrative	4,349,154	3.28%		5,340,966	2.73%		5,384,656	2.75%	
10. State Aid Construction Program	65,150,470	49.18%		90,000,000	46.07%		90,000,000	46.06%	
11. Local System Bridge Program	26,360,827	19.89%		40,000,000	20.47%		40,000,000	20.47%	
12.									
TOTAL	132,470,283		100.00%	195,340,966		100.00%	195,384,656		100.00%

SPECIAL FUNDS DETAIL

Office of State Aid Road Construction
Name of Agency

S. STATE SUPPORT SPECIAL FUNDS		(1) Actual Revenues FY 2011	(2) Estimated Revenues FY 2012	(3) Requested Revenues FY 2013
Source (Fund Number)	Detailed Description of Source			
	Cash Balance-Unencumbered			
Budget Contingency Fund	BCF - Budget Contingency Fund			
Education Enhancement Fund	EEF - Education Enhancement Fund			
Health Care Expendable Fund	HCEF - Health Care Expendable Fund			
Tobacco Control Fund	TCF - Tobacco Control Fund			
ARRA - Education, Discretionary, FMAP	ARRA - Education, Discretionary, FMAP			
Hurricane Disaster Reserve Fund	HDRF - Hurricane Disaster Reserve Fund			
Section S TOTAL				

A. FEDERAL FUNDS*	Source (Fund Number)	Detailed Description of Source	Percentage Match Requirement		(1) Actual Revenues FY 2011	(2) Estimated Revenues FY 2012	(3) Requested Revenues FY 2013
			FY 2012	FY 2013			
		Cash Balance-Unencumbered			8,793,434	14,763,063	14,763,063
	FHWA-MDOT (3941)	FHWA-MDOT	20.00	20.00	42,579,461	60,000,000	60,000,000
Section A TOTAL					51,372,895	74,763,063	74,763,063

B. OTHER SPECIAL FUNDS (NON-FED'L)	Source (Fund Number)	Detailed Description of Source	(1) Actual Revenues FY 2011	(2) Estimated Revenues FY 2012	(3) Requested Revenues FY 2013
		Cash Balance-Unencumbered	31,287,895	77,459,555	77,459,555
	Administrative (3947/394T)	Administrative	5,002,081	5,340,966	5,384,656
	State Aid Construction Program	State Aid Construction Program	76,955,358	90,000,000	90,000,000
	Local System Bridge Program	Local System Bridge Program	60,074,672	40,000,000	40,000,000
Section B TOTAL			173,320,006	212,800,521	212,844,211

Section S + A + B TOTAL			224,692,901	287,563,584	287,607,274
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C. TREASURY FUND/BANK ACCOUNTS*	Name of Fund/Account	Fund/Account Number	Name of Bank (If Applicable)	(1) Reconciled Balance as of 6/30/11	(2) Balance as of 6/30/12	(3) Balance as of 6/30/13
	Administrative	3947/394T	Administrative	1,583,746		
	State Aid Road Construction	3946/394Q	State Aid Road Construction	57,106,933		
	Local System Bridge Program	3948/394P	Local System Bridge Program	39,531,939		

* Any non-federal funds that have restricted uses must be identified and narrative of restrictions attached.

**NARRATIVE OF SPECIAL FUNDS DETAIL
AND TREASURY FUND/BANK ACCOUNTS**

Office of State Aid Road Construction

Name of Agency

FEDERAL FUNDS

The Federal Funds are received through MDOT from the Federal Highway Administration (FHWA) for reimbursement on our Federal projects.

In addition, the 2004 legislative session approved escalation authority for \$35,000,000 in loans from the Mississippi Development Bank (MDB) based on an agreement between State Aid, MDOT and FHWA for current construction projects, to be repaid with future Federal revenues.

Since February, 2009 this agency has focused on ARRA requirements and guidelines to properly administer and account for ARRA funds. To date we are administering 16 projects that contain ARRA funds in the amount of \$12,500,000.

On projects in which a 20% match is required, these funds are provided by county state aid funds, county contributions and Mississippi Development Authority grant contributions made on behalf of the counties.

Each year this agency has received between \$35,000,000 and \$100,000,000 in Federal revenues to apply to construction projects. However, due to the decrease in Federal Earmarks we do not anticipate receiving over \$60,000,000 for fiscal years 2012 or 2013. Due to the decrease in our estimates we are reducing our fiscal year 2012 request to \$60,000,000, which is below our appropriated amount. In an attempt to assist with the state budget overall, we are also reducing our request for fiscal year 2013 below our current appropriated amount.

OTHER SPECIAL FUNDS

State Aid Funds are provided by Gas Taxes, Sales Taxes and Excess Revenues in accordance with Section 27-65-75, Mississippi Code of 1972. Mississippi Development Authority grants and county contributions are also applied to projects funded with State Aid Road Construction Funds. Due to a decrease in our estimates we are reducing our fiscal year 2012 request to \$90,000,000, which is below our appropriated amount. In an attempt to assist with the state budget overall, we are also reducing our request for fiscal year 2013 below our current appropriated amount.

Local System Bridge Replacement Funds are General Funds and Bond proceeds provided by legislation.

Administrative Funds are transferred from the Construction Fund. Any reduction in Administrative Funds is transferred back, only increasing the Construction Funds, thereby yielding no increase to State General Funds.

TREASURY FUND/BANK

State Aid Funds are provided by Gas Taxes, Sales Taxes and Excess Revenues in accordance with Section 27-65-75, Mississippi Code of 1972.

Local System Bridge Replacement Funds are General Funds and Bond sale proceeds provided by legislation.

Administrative Funds are transferred from the Construction Fund. Any reduction in Administrative Funds is transferred back, only increasing the Construction Funds, thereby yielding no increase to State General Funds.

When a LSBP or Construction Program project is approved, the county's funds must be "Encumbered" to the project. This cash obligation on projects causes our Treasury Bank Accounts to maintain sufficient cash balances. However, the FY11 estimated ending cash balances are significantly higher than usual due to the receipt in FY11 of bond proceeds from bonds approved for FY08, FY09, FY10 and a portion of FY11.

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction
AGENCY

Program No. _____ of 3 Programs

SUMMARY OF ALL PROGRAMS

PROGRAM

	FY 2011 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe				3,043,072	3,043,072
Travel				49,441	49,441
Contractual Services				1,104,735	1,104,735
Commodities				59,222	59,222
Other Than Equipment					
Equipment				53,024	53,024
Vehicles				37,680	37,680
Wireless Comm. Devs.				1,980	1,980
Subsidies, Loans & Grants			36,609,832	91,511,297	128,121,129
Total			36,609,832	95,860,451	132,470,283
No. of Positions (FTE)				53.00	53.00

	FY 2012 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe				3,468,728	3,468,728
Travel				90,000	90,000
Contractual Services				1,500,738	1,500,738
Commodities				110,000	110,000
Other Than Equipment					
Equipment				80,000	80,000
Vehicles				90,000	90,000
Wireless Comm. Devs.				1,500	1,500
Subsidies, Loans & Grants			60,000,000	130,000,000	190,000,000
Total			60,000,000	135,340,966	195,340,966
No. of Positions (FTE)				55.00	55.00

	FY 2013 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe				43,690	43,690
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total				43,690	43,690
No. of Positions (FTE)					

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction
AGENCY

Program No. _____ of 3 Programs

SUMMARY OF ALL PROGRAMS

PROGRAM

FY 2013 Expansion/Reduction of Existing Activities				
(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 New Activities				
(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 Total Request				
(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe			3,512,418	3,512,418
Travel			90,000	90,000
Contractual Services			1,500,738	1,500,738
Commodities			110,000	110,000
Other Than Equipment				
Equipment			80,000	80,000
Vehicles			90,000	90,000
Wireless Comm. Devs.			1,500	1,500
Subsidies, Loans & Grants		60,000,000	130,000,000	190,000,000
Total		60,000,000	135,384,656	195,384,656
No. of Positions (FTE)			55.00	55.00

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

**SUMMARY OF PROGRAMS
FORM MBR-1-03sum**

Office of State Aid Road Construction _____
Agency Name

FUNDING REQUESTED FISCAL YEAR 2013

PROGRAM	GENERAL	ST.SUPP.SPECIAL	FEDERAL	OTHER SPECIAL	TOTAL
1. ADMINISTRATIVE				5,384,656	5,384,656
2. CONSTRUCTION			60,000,000	90,000,000	150,000,000
3. LOCAL SYSTEM BRIDGE PROGRAM				40,000,000	40,000,000
SUMMARY OF ALL PROGRAMS			60,000,000	135,384,656	195,384,656

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction

Program No. 1 of 3 Programs

AGENCY

ADMINISTRATIVE

PROGRAM

	FY 2011 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe				3,043,072	3,043,072
Travel				49,441	49,441
Contractual Services				1,104,735	1,104,735
Commodities				59,222	59,222
Other Than Equipment					
Equipment				53,024	53,024
Vehicles				37,680	37,680
Wireless Comm. Devs.				1,980	1,980
Subsidies, Loans & Grants					
Total				4,349,154	4,349,154
No. of Positions (FTE)				53.00	53.00

	FY 2012 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe				3,468,728	3,468,728
Travel				90,000	90,000
Contractual Services				1,500,738	1,500,738
Commodities				110,000	110,000
Other Than Equipment					
Equipment				80,000	80,000
Vehicles				90,000	90,000
Wireless Comm. Devs.				1,500	1,500
Subsidies, Loans & Grants					
Total				5,340,966	5,340,966
No. of Positions (FTE)				55.00	55.00

	FY 2013 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe				43,690	43,690
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total				43,690	43,690
No. of Positions (FTE)					

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction _____

Program No. 1 of 3 Programs

AGENCY

ADMINISTRATIVE

PROGRAM

FY 2013 Expansion/Reduction of Existing Activities				
(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 New Activities				
(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 Total Request				
(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe			3,512,418	3,512,418
Travel			90,000	90,000
Contractual Services			1,500,738	1,500,738
Commodities			110,000	110,000
Other Than Equipment				
Equipment			80,000	80,000
Vehicles			90,000	90,000
Wireless Comm. Devs.			1,500	1,500
Subsidies, Loans & Grants				
Total			5,384,656	5,384,656
No. of Positions (FTE)			55.00	55.00

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction _____

Program No. 2 of 3 Programs

AGENCY

CONSTRUCTION

PROGRAM

	FY 2011 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants			36,609,832	65,150,470	101,760,302
Total			36,609,832	65,150,470	101,760,302
No. of Positions (FTE)					

	FY 2012 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants			60,000,000	90,000,000	150,000,000
Total			60,000,000	90,000,000	150,000,000
No. of Positions (FTE)					

	FY 2013 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction _____

Program No. 2 of 3 Programs

AGENCY

CONSTRUCTION

PROGRAM

FY 2013 Expansion/Reduction of Existing Activities				
(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 New Activities				
(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 Total Request				
(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants		60,000,000	90,000,000	150,000,000
Total		60,000,000	90,000,000	150,000,000
No. of Positions (FTE)				

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction
AGENCY

Program No. 3 of 3 Programs

LOCAL SYSTEM BRIDGE PROGRAM
PROGRAM

	FY 2011 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants				26,360,827	26,360,827
Total				26,360,827	26,360,827
No. of Positions (FTE)					

	FY 2012 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants				40,000,000	40,000,000
Total				40,000,000	40,000,000
No. of Positions (FTE)					

	FY 2013 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of State Aid Road Construction _____

Program No. 3 of 3 Programs

AGENCY

LOCAL SYSTEM BRIDGE PROGRAM
PROGRAM

FY 2013 Expansion/Reduction of Existing Activities				
(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 New Activities				
(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
Total				
No. of Positions (FTE)				

FY 2013 Total Request				
(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants			40,000,000	40,000,000
Total			40,000,000	40,000,000
No. of Positions (FTE)				

Note: FY2013 Total Request = FY2012 Estimated + FY2013 Incr(Decr) for Continuation + FY2013 Expansion/Reduction of Existing Activities + FY2013 New Activities.

PROGRAM DECISION UNITS

Office of State Aid Road Construction

1 - ADMINISTRATIVE

AGENCY

PROGRAM NAME

	A	B	C	D	E	F	G	H
	FY 2012 Appropriation	Escalations By DFA	Non-Recurring Items	Realloc & Reclass	Total Funding Change	FY 2013 Total Request		
EXPENDITURES:								
SALARIES	3,468,728			43,690	43,690	3,512,418		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	3,468,728			43,690	43,690	3,512,418		
TRAVEL	90,000					90,000		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	90,000					90,000		
CONTRACTUAL	1,000,738	500,000			500,000	1,500,738		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	1,000,738	500,000			500,000	1,500,738		
COMMODITIES	110,000					110,000		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	110,000					110,000		
CAPITAL-OTE								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
EQUIPMENT	80,000					80,000		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	80,000					80,000		
VEHICLES	90,000					90,000		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	90,000					90,000		
WIRELESS DEV	1,500					1,500		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	1,500					1,500		
SUBSIDIES								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
TOTAL	4,840,966	500,000		43,690	543,690	5,384,656		

FUNDING:

GENERAL FUNDS								
ST.SUP.SPCL.FUNDS								
FEDERAL FUNDS								
OTHER SP.FUNDS	4,840,966	500,000		43,690	543,690	5,384,656		
TOTAL	4,840,966	500,000		43,690	543,690	5,384,656		

POSITIONS:

GENERAL FTE								
ST.SUP.SPCL.FTE								
FEDERAL FTE								
OTHER SP FTE	55.00					55.00		
TOTAL FTE	55.00					55.00		

PRIORITY LEVEL:

	FY 2012 Appropriation	Escalations By DFA	Non-Recurring Items	Total Funding Change	FY 2013 Total Request			
EXPENDITURES:								
SALARIES								
GENERAL								
ST.SUP.SPECIAL								

PROGRAM DECISION UNITS

Office of State Aid Road Construction

2 - CONSTRUCTION

AGENCY

PROGRAM NAME

A B C D E F G H

FEDERAL								
OTHER								
TRAVEL								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
CONTRACTUAL								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
COMMODITIES								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
CAPITAL-OTE								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
EQUIPMENT								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
VEHICLES								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
WIRELESS DEV								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
SUBSIDIES	150,000,000				150,000,000			
GENERAL								
ST.SUP.SPECIAL								
FEDERAL	60,000,000				60,000,000			
OTHER	90,000,000				90,000,000			
TOTAL	150,000,000				150,000,000			

FUNDING:

GENERAL FUNDS								
ST.SUP.SPCL.FUNDS								
FEDERAL FUNDS	60,000,000				60,000,000			
OTHER SP.FUNDS	90,000,000				90,000,000			
TOTAL	150,000,000				150,000,000			

POSITIONS:

GENERAL FTE								
ST.SUP.SPCL.FTE								
FEDERAL FTE								
OTHER SP FTE								
TOTAL FTE								

PRIORITY LEVEL:

	FY 2012 Appropriation	Escalations By DFA	Non-Recurring Items	Total Funding Change	FY 2013 Total Request			
EXPENDITURES:								
SALARIES								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
TRAVEL								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								

PROGRAM DECISION UNITS

Office of State Aid Road Construction

3 - LOCAL SYSTEM BRIDGE PROGRAM

AGENCY

PROGRAM NAME

	A	B	C	D	E	F	G	H
OTHER								
CONTRACTUAL								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
COMMODITIES								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
CAPITAL-OTE								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
EQUIPMENT								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
VEHICLES								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
WIRELESS DEV								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
SUBSIDIES		40,000,000		40,000,000	40,000,000			
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER		40,000,000		40,000,000	40,000,000			
TOTAL		40,000,000		40,000,000	40,000,000			

FUNDING:

GENERAL FUNDS								
ST.SUP.SPCL.FUNDS								
FEDERAL FUNDS								
OTHER SP.FUNDS		40,000,000		40,000,000	40,000,000			
TOTAL		40,000,000		40,000,000	40,000,000			

POSITIONS:

GENERAL FTE								
ST.SUP.SPCL.FTE								
FEDERAL FTE								
OTHER SP FTE								
TOTAL FTE								

PRIORITY LEVEL:

--	--	--	--	--	--	--	--	--

PROGRAM NARRATIVE

Program Data Collected in Accordance with the
Mississippi Performance Budget and Strategic Planning Act of 1994
(To Accompany Form MBR-1-03)

Office of State Aid Road Construction

1 - ADMINISTRATIVE

AGENCY NAME

PROGRAM NAME

I. Program Description:

The Office of State Aid Road Construction administers at the State level the County-State Aid Construction Program as authorized by Section 65-9-(1-33) of the Mississippi Code.

II. Program Objective:

The overall objective of the Administrative Division is to provide Accounting, Information Systems, and Human Resource support for the agency's personnel operating the State Aid Construction and LSBP Programs in executing the statutory requirements for the State Aid Road Program--Section 65-9-(1-33) of the Mississippi Code.

III. Current program activities as supported by the funding in Columns 6-15 (FY 12 Estimated & FY 13 Increase/Decrease for continuations) of MBR-1-03 and designated Budget Unit Decisions columns of MBR-1-03-A:

(D) Realloc & Reclass:

The FY13 Budget includes requests for 7 Reallocations and 3 Reclassifications. It is necessary to implement these changes to properly reflect the current job performances and needs of these positions in the agency.

PROGRAM NARRATIVE

Program Data Collected in Accordance with the
Mississippi Performance Budget and Strategic Planning Act of 1994
(To Accompany Form MBR-1-03)

Office of State Aid Road Construction

2 - CONSTRUCTION

AGENCY NAME

PROGRAM NAME

I. Program Description:

The State Aid Road Program- Section 65-9(1-33) of the Mississippi Code provides for a State Aid Highway System to be comprised of the principal collector and distributor routes in the 82 counties, connecting with the State Highway System and other principal county roads to form a network of secondary roads for the State.

II. Program Objective:

The expenditures to be funded under this construction program are for the purpose of constructing and maintaining roads on the State Aid System in accordance with State Law. Section 27-65-75 requires revenue received for the construction and repair of County system roads and bridges be allocated monthly to the counties based on a formula shown in this section. Section 65-9-17(4a) requires the State Aid Engineer, once approving a project for a county must "set up the project fund for such project from that county's state aid fund in the State Treasury". In other words, when a project is approved, the county's funds must be "Encumbered" to the project. Of the Estimated Cash Available, \$53,971,149, we have \$23,115,908 under contract as of 6/30/11.

PROGRAM NARRATIVE

Program Data Collected in Accordance with the
Mississippi Performance Budget and Strategic Planning Act of 1994
(To Accompany Form MBR-1-03)

Office of State Aid Road Construction

3 - LOCAL SYSTEM BRIDGE PROGRAM

AGENCY NAME

PROGRAM NAME

I. Program Description:

Mississippi Code Sections 65-37 (1-15) provide for a new Local System Bridge Replacement and Rehabilitation Program funded with \$25 million per year for five years. Senate Bill 2211 extended the program for an additional eight years by funding \$10 million for Fiscal Year 2000 and \$20 million for the remaining seven years. The program did not receive \$20 million for FY 2001 and \$8 million was transferred to a budget contingency fund. In FY 2002, we received \$19 million but \$7.4 million was transferred to a budget contingency fund. In FY 2003, we received \$19.2 million. In FY 2004, we received \$19.9 million from bond proceeds. Senate Bill 2010 gave the Bond Commission authority to issue \$20 million in bonds for FY 2005 and \$20 million in bonds for FY 2006. In FY 2005, we received \$3 million in advance against the FY 2005 future bond issue. In FY 2006, we received \$17 million for the remainder of the FY 2005 bond issue. Senate Bill 3086 and 3201 gave the Bond Commission authority to issue \$20 million in bonds for FY 2007 and FY 2008 respectively. House Bill 1665 authorized \$15 million in bonds for FY 2009. House Bill 1722 authorized \$20 million in bonds for FY 2010. Senate Bill 3181 authorized \$20 million in bonds for FY 2011. Senate Bill 3100 authorized \$20 million in bonds for FY 2012. The State Treasurer and State Bond Commission have committed to securing loans from the Mississippi Development Bank to generate short term funds when needed to obligate to projects when bond proceeds are not yet available. This should help stabilize the cash flow process for LSBP projects.

II. Program Objective:

The objective of the Local System Bridge Program is to provide funding to the counties to replace the deficient bridges on the Local System Roads throughout the State. Since the program began in 1994, and the first bridges were actually constructed in 1995, we have replaced 1,688 deficient bridges. Currently, there remains 1,286 deficient bridges on Local System Roads.

PROGRAM PERFORMANCE INDICATORS AND MEASURES
Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic
Planning Act of 1994

Office of State Aid Road Construction

1 - ADMINISTRATIVE

AGENCY NAME

PROGRAM NAME

PROGRAM OUTPUTS: (This is the measure of the process necessary to carry out the goals and objectives of this program. This is the volume produced, i.e., how many people served, how many documents generated.)

	<u>FY 2011</u> <u>ACTUAL</u>	<u>FY 2012</u> <u>ESTIMATED</u>	<u>FY 2013</u> <u>PROJECTED</u>
1 Fiscal Transactions Processed	569.00	600.00	600.00

PROGRAM EFFICIENCIES: (This is the measure of the cost, unit cost or productivity associated with a given outcome or output. This measure indicates linkage between services and funding, i.e., cost per investigation, cost per student or number of days to complete investigation.)

	<u>FY 2011</u> <u>ACTUAL</u>	<u>FY 2012</u> <u>ESTIMATED</u>	<u>FY 2013</u> <u>PROJECTED</u>
1 Average Cost per fiscal transaction processed	7,782.00	6,500.00	6,500.00

PROGRAM OUTCOMES: (This is the measure of the quality or effectiveness of the services provided by this program. This measure provides an assessment of the actual impact or public benefit of your agency's actions. This is the results produced, i.e., increased customer satisfaction by x% within a 12-month period, reduce the number of traffic fatalities due to drunk drivers within a 12-month period.)

	<u>FY 2011</u> <u>ACTUAL</u>	<u>FY 2012</u> <u>ESTIMATED</u>	<u>FY 2013</u> <u>PROJECTED</u>
1 Fiscal Transactions Processed	569.00	600.00	600.00

PROGRAM PERFORMANCE INDICATORS AND MEASURES
 Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic
 Planning Act of 1994

Office of State Aid Road Construction

2 - CONSTRUCTION

AGENCY NAME

PROGRAM NAME

PROGRAM OUTPUTS: (This is the measure of the process necessary to carry out the goals and objectives of this program. This is the volume produced, i.e., how many people served, how many documents generated.)

	FY 2011 <u>ACTUAL</u>	FY 2012 <u>ESTIMATED</u>	FY 2013 <u>PROJECTED</u>
1 Fiscal Transactions processed	3,266.00	3,000.00	3,000.00
2 Projects completed	97.00	95.00	95.00
3 New Construction Programs	119.00	100.00	100.00

PROGRAM EFFICIENCIES: (This is the measure of the cost, unit cost or productivity associated with a given outcome or output. This measure indicates linkage between services and funding, i.e., cost per investigation, cost per student or number of days to complete investigation.)

	FY 2011 <u>ACTUAL</u>	FY 2012 <u>ESTIMATED</u>	FY 2013 <u>PROJECTED</u>
1 Average Construction Estimate	33,991.00	40,000.00	40,000.00
2 Average Days to Complete a job	566.00	575.00	575.00
3 Average number of active projects a county	2.43	2.50	2.50

PROGRAM OUTCOMES: (This is the measure of the quality or effectiveness of the services provided by this program. This measure provides an assessment of the actual impact or public benefit of your agency's actions. This is the results produced, i.e., increased customer satisfaction by x% within a 12-month period, reduce the number of traffic fatalities due to drunk drivers within a 12-month period.)

	FY 2011 <u>ACTUAL</u>	FY 2012 <u>ESTIMATED</u>	FY 2013 <u>PROJECTED</u>
1 Fiscal Transactions processed	3,226.00	3,000.00	3,000.00
2 Projects Completed	97.00	95.00	95.00
3 New Construction Programs	119.00	100.00	100.00

PROGRAM PERFORMANCE INDICATORS AND MEASURES
Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic
Planning Act of 1994

Office of State Aid Road Construction
 AGENCY NAME

3 - LOCAL SYSTEM BRIDGE PROGRAM
 PROGRAM NAME

PROGRAM OUTPUTS: (This is the measure of the process necessary to carry out the goals and objectives of this program. This is the volume produced, i.e., how many people served, how many documents generated.)

	<u>FY 2011</u> <u>ACTUAL</u>	<u>FY 2012</u> <u>ESTIMATED</u>	<u>FY 2013</u> <u>PROJECTED</u>
1 Replacement of Deficient Bridges	85.00	75.00	75.00

PROGRAM EFFICIENCIES: (This is the measure of the cost, unit cost or productivity associated with a given outcome or output. This measure indicates linkage between services and funding, i.e., cost per investigation, cost per student or number of days to complete investigation.)

	<u>FY 2011</u> <u>ACTUAL</u>	<u>FY 2012</u> <u>ESTIMATED</u>	<u>FY 2013</u> <u>PROJECTED</u>
1 Average Contract Price	335,438.00	315,000.00	315,000.00

PROGRAM OUTCOMES: (This is the measure of the quality or effectiveness of the services provided by this program. This measure provides an assessment of the actual impact or public benefit of your agency's actions. This is the results produced, i.e., increased customer satisfaction by x% within a 12-month period, reduce the number of traffic fatalities due to drunk drivers within a 12-month period.)

	<u>FY 2011</u> <u>ACTUAL</u>	<u>FY 2012</u> <u>ESTIMATED</u>	<u>FY 2013</u> <u>PROJECTED</u>
1 Replace Deficient Bridges	85.00	75.00	75.00

PROGRAM 3% GENERAL FUND REDUCTION AND NARRATIVE EXPLANATION

Office of State Aid Road Construction

	Fiscal Year 2012 Funding			FY 2012 GF PERCENT REDUCED
	Total Funds	Reduced Amount	Reduced Funding Amount	
Program Name: (1) ADMINISTRATIVE				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL				
OTHER SPECIAL	5,340,966		5,340,966	
TOTAL	5,340,966		5,340,966	
Narrative Explanation:				
Program Name: (2) CONSTRUCTION				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL	60,000,000		60,000,000	
OTHER SPECIAL	90,000,000		90,000,000	
TOTAL	150,000,000		150,000,000	
Narrative Explanation:				
Program Name: (3) LOCAL SYSTEM BRIDGE PROGRAM				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL				
OTHER SPECIAL	40,000,000		40,000,000	
TOTAL	40,000,000		40,000,000	
Narrative Explanation:				
SUMMARY OF ALL PROGRAMS				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL	60,000,000		60,000,000	
OTHER SPECIAL	135,340,966		135,340,966	
TOTAL	195,340,966		195,340,966	

No Board MEMBERS

Office of State Aid Road Construction

Agency

A. Explain Rate and manner in which board members are reimbursed:

0

B. Estimated number of meetings FY2012

0

C.	Names of Members	City, Town, Residence	Appointed By	Date of Appointment	Length of Term
1.	N/A				

Identify Statutory Authority (Code Section or Executive Order Number)*

*If Executive Order, please attach copy.

**SCHEDULE B
CONTRACTUAL SERVICES**

Office of State Aid Road Construction

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013
A. TUITION, REWARDS & AWARDS (61010-61099)			
61010 Tuition			
61020 Employee Training	7,401	9,500	9,500
61030 Travel Related Registration			
TOTAL (A)	7,401	9,500	9,500
B. TRANSPORTATION & UTILITIES (61100-61299)			
61110 Postage, Box Rent, etc.	20,000	20,000	20,000
61190 Transportation of Goods not for Resale	176	1,000	1,000
TOTAL (B)	20,176	21,000	21,000
C. PUBLIC INFORMATION ((61300-61399)			
61310 Advertising & Public Information	188	200	200
61340 Signs & Billboards			
61350 Exhibits & Displays			
TOTAL (C)	188	200	200
D. RENTS (61400-61499)			
61410 Rental of Records Storage Space	1,042	1,500	1,500
61440 Office Equipment	12,491	14,500	14,500
61460 Other Equipment			
61480 Exhibits, Displays & Conference Rooms			
61490 Other Rentals	721	1,000	1,000
TOTAL (D)	14,254	17,000	17,000
E. REPAIRS & SERVICES (61500-61599)			
61540 Repairs to Motor Vehicles	7,569	9,000	9,000
61550 Office Equipment & Furniture			
61590 Miscellaneous Items of Equipment	10	50	50
TOTAL (E)	7,579	9,050	9,050
F. FEES, PROFESSIONAL & OTHER SERVICES (61600-61699)			
61610 Engineering Services	279,757	575,000	575,000
61612 MDOT Engineering Services			
61615 SAAS Fees - DFA	6,915	7,332	5,499
61616 MMRS Fees	7,867	7,286	7,286
61620 Department of Audit	60,894	60,000	60,000
616XX Personnel Services Contracts (61635-61658)	7,941	8,500	10,333
61680 Temporary Employment Fees	3,112		
61690 Other Fees & Services	23,189	17,000	17,000
TOTAL (F)	389,675	675,118	675,118
G. OTHER CONTRACTUAL SERVICES (61700-61899)			
61700 Liability Insurance Pool Contributions (Tort Claims)	18,679	18,500	18,500
61710 Insurance & Fidelity Bonds	5,300	5,500	5,500
61720 Membership Dues	387	400	400
61721 Subscription			
61800 Procurement Card/Contractual Purchases	57	200	200
61715 Insurance Computer Equipment			
TOTAL (G)	24,423	24,600	24,600

**SCHEDULE B
CONTRACTUAL SERVICES CONTINUED**

Office of State Aid Road Construction

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013
H. INFORMATION TECHNOLOGY (61900-61990)			
61902 IS Professional Fees - Outside Vendor	578,842	675,570	675,570
61905 IS Fees - ITS	645	1,500	1,500
61917 Service Charges Paid to State Computer Center	14,745	18,000	18,000
6191X IS Training/Education (61914-61915)			
61920 Internet or Application Service Provider			
61921 Software Acquisition	7,146	12,000	12,000
61923 Basic Telephone Monthly-ITS	17,694	19,500	19,500
61925 Long Distance Charges-ITS	835	1,200	1,200
61927 Private Data Line & Netowrk Access Charges - ITS	330	1,500	1,500
61939 Cellular Usage Time-Outside Vendor	13,327	15,000	15,000
61961 Maintenance/Repair of IS Equipment			
61962 Maintenance/Repair Comm System			
61980 IS Software Mainenance-Outside Vendor			
TOTAL (H)	633,564	744,270	744,270
I. OTHER (61991-61999)			
6199X Prior Year Expense (61997-61998)	7,475		
61999 Contractual Services - No PO Required			
TOTAL (I)	7,475		
GRAND TOTAL <i>(Enter on Line I-B of Form MBR-1)</i>	1,104,735	1,500,738	1,500,738
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS	1,104,735	1,500,738	1,500,738
TOTAL FUNDS	1,104,735	1,500,738	1,500,738

**SCHEDULE C
COMMODITIES**

Office of State Aid Road Construction
Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013
A. MAINTENANCE & CONSTR. MATERIALS & SUPPLIES (62010-62099)			
62040 Lumber Parts			
62050 Steel & Other Metals			
62060 Paints			
Total (A)			
B. PRINTING & OFFICE SUPPLIES & MATERIALS (62100-62199)			
62110 Printing Binding	1,674	12,000	12,000
62120 Duplication & Reproduction Supplies	5,398	9,000	9,000
62130 Office Supplies & Materials	8,365	14,000	14,000
62140 Paper Supplies	3,262	5,500	5,500
62150 Maps Manuals Lib Books & Films	210	500	500
62160 Office Equipment (not capital outlay)	2,853	11,000	11,000
Total (B)	21,762	52,000	52,000
C. EQUIPMENT REPAIR PARTS, SUPPLIES & ACCES. (62200-62299)			
62210 Fuels - Gasoline	29,554	37,675	37,675
62213 Fuel Card - Oils Greases etc			
62240 Tires & Tubes - Auto	892	4,000	4,000
62250 Expendable Repair Office Equipment			
62251 Expendable Repair Vehicle	1,483	3,500	3,500
62253 Batteries	261	1,275	1,275
62260 Betterments/Accessories-Vehicle			
62290 Other Equipment Repair Parts			
Total (C)	32,190	46,450	46,450
D. PROFESSIONAL & SCI. SUPPLIES AND MATERIALS (62300-62399)			
62320 Engineering Supplies		3,500	3,500
62330 Photographic Supplies			
62331 Film Processing			
62390 Other Professional Scientific Supplies & Materials			
Total (D)		3,500	3,500
E. OTHER SUPPLIES & MATERIALS (62400-62999)			
62420 Hardware, Plumbing & Electrical	73		
62450 Janitor Supplies & Cleaning			
62475 Food for Business Meeting	21	50	50
62530 Uniforms and Wearing Apparel			
62555 IT Repair Parts for Equipment	1,457	3,000	3,000
62585 Cameras (under \$250)			
62590 Other Supplies & Materials		1,500	1,500
62595 Other Equipment (less than \$500)	1,716		
62800 Procurement Card Purchases/Commodities	2,003	3,500	3,500
62998 Prior Year Expense - Commodities			
62993 Travel Reimbursable Commodities			
Total (E)	5,270	8,050	8,050

**SCHEDULE C
COMMODITIES CONTINUED**

Office of State Aid Road Construction
Name of Agency _____

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013
GRAND TOTAL (A, B, C, D & E) <i>(Enter on Line I-C of Form MBR-1)</i>	59,222	110,000	110,000
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS	59,222	110,000	110,000
TOTAL FUNDS	59,222	110,000	110,000

**SCHEDULE D-1
CAPITAL OUTLAY
OTHER THAN EQUIPMENT**

Office of State Aid Road Construction
Name of Agency _____

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013
A. LANDS (63100-63199)			
TOTAL (A)			
GRAND TOTAL <i>(Enter on Line I-D-1 of Form MBR-1)</i>			
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS			
TOTAL FUNDS			

**SCHEDULE D-2
CAPITAL OUTLAY EQUIPMENT**

Office of State Aid Road Construction

Name of Agency _____

EQUIPMENT BY ITEM	Act. FY Ending June 30, 2011		Est. FY Ending June 30, 2012		Req. FY Ending June 30, 2013		
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Cost Per Unit	Total Cost
A. VEHICLES (see form MBR-1-D-3)							
C. OFFICE MACHINES, FURNITURE, FIXTURES, EQUIP.							
Typewriters							
Office Chairs			6	6,000	4	1,000	4,000
Shredder			1	2,000	2	2,000	4,000
File Cabinet					3	1,000	3,000
Cubicles			3	4,500			
Microfilm Cabinet							
Microfilm Machine					1	4,650	4,650
Telephone			10	1,500	5	150	750
Digital camera							
Conference table							
Printer	1	1,200	5	6,000	3	1,200	3,600
TOTAL (C)		1,200		20,000			20,000
D. IS EQUIPMENT (DP & TELECOMMUNICATIONS)							
Backup drive (N)			35	7,000	24	200	4,800
CD Burner upgrades							
Switches (N)							
Computers (N)			4	4,500	6	1,200	7,200
Computers (R)							
Hand held computers (R)							
Hard drives (N)			3	1,500	2	500	1,000
Laptops (R)			2	2,000	3	1,000	3,000
Mainframe Systems							
Monitors (N)			4	1,000	6	250	1,500
Monitors (R)							
Printers (N)			2	3,000	1	1,600	1,600
Printers (R)							
Processor (N)							
Rack system (N)							
Scanner (N)			1	11,800			
Projector (N)							
Servers (N)	5	37,456	1	8,000	3	8,000	24,000
Servers (R)							
Server upgrades	4	14,368	5	20,000	4	4,000	16,000
Smart Ups (N)							
Switches (N)							
Switches (R)							
Transceiver (N)							
Wireless Keyboards (N)			8	1,200	6	150	900
CISCO Adaptive Security Appliance (N)							
Wide Format Copier/Scanner (N)							
Dell Optipex 760							
Dell Power Edge 1800 (N)							
Router (N)							
Hard Drive (N)							
Controller (N)							

**SCHEDULE D-2
CAPITAL OUTLAY EQUIPMENT CONTINUED**

Office of State Aid Road Construction

Name of Agency _____

EQUIPMENT BY ITEM	Act. FY Ending June 30, 2011		Est. FY Ending June 30, 2012		Req. FY Ending June 30, 2013		
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Cost Per Unit	Total Cost
GPSMAP 60Cx (N)							
Range Finders							
PwerEdge 2800							
Computer Upgrade							
Laptop (N)							
GPS Devices							
DLink Xstack 12-Port SFP (N)							
TOTAL (D)		51,824		60,000			60,000
E. EQUIPMENT - LEASE PURCHASE (63460-63476)							
634XX Lease Purchases							
TOTAL (E)							
F. OTHER EQUIPMENT							
63490 Other Equipment-Coffee Service							
TOTAL (F)							
GRAND TOTAL <i>(Enter on Line I-D-2 of Form MBR-1)</i>		53,024		80,000			80,000
FUNDING SUMMARY:							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS		53,024		80,000			80,000
TOTAL FUNDS		53,024		80,000			80,000

**SCHEDULE D-3
PASSENGER/WORK VEHICLES**

Office of State Aid Road Construction

Name of Agency _____

MINOR OBJECT OF EXPENDITURE	Vehicle Inventory June 30, 2011	FY Ending June 30, 2011		FY Ending June 30, 2012		FY Ending June 30, 2013	
		No. of Vehicles	Actual Cost	No. of Vehicles	Estimated Cost	No. of Vehicles	Requested Cost
A. PASSENGER & WORK VEHICLES (63310, 63390-63400)							
63310 Automobile, Compact Sedan (AU CS)							
63310 Automobile, Full Size Sedan (AU FS)	7	1	17,291				
63310 Automobile, Mid Size Sedan (AU MS)	4						
63310 Automobile, Mid Size Station Wagon (AU MW)							
63310 Automobile Utility (AU UT)							
63390 Truck, Carry-All (TK CA)							
63390 Truck, Compact Pickup (TK CU)							
63390 Truck, Dump Bed (TK DU)							
63390 Truck, Medium Duty 2.5 Ton (TK MD)							
63390 Truck, Mid Size Pickup (TK MU)							
63391 Truck, Heavy Duty 5 Ton (TK HD)							
63391 Truck, Heavy Duty Pickup (TK HU)	2	1	20,389	3	90,000	3	90,000
63392 Sport Utility Vehicle (TK SU)							
63393 Van, Cargo (VN CD)							
63393 Van, Full Size (VN FV)							
63393 Van, Mid Size (VN MV)							
63400 Other Vehicles							
TOTAL (A)	13	2	37,680	3	90,000	3	90,000
B. BETTERMENTS OR ACCESSORIES FOR VEHICLES (63395)							
63395 Betterments or Accessories for Vehicles							
TOTAL (B)							
GRAND TOTAL <i>(Enter on Line I-D-3 of Form MBR-1)</i>			37,680		90,000		90,000
FUNDING SUMMARY:							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS			37,680		90,000		90,000
TOTAL FUNDS			37,680		90,000		90,000

**SCHEDULE D-4
WIRELESS COMMUNICATION DEVICES**

Office of State Aid Road Construction
Name of Agency _____

MINOR OBJECT OF EXPENDITURE	Device Inventory	Act FY Ending June 30, 2011		Est FY Ending June 30, 2012		Req FY Ending June 30, 2013	
	June 30, 2011	No. of Devices	Actual Cost	No. of Devices	Estimated Cost	No. of Devices	Requested Cost
A. CELLULAR PHONES (63435)							
63435 Cellular Phones	19	16	1,980	3	900	3	900
Total (A)	19	16	1,980	3	900	3	900
B. PAGERS (63434)							
63434 Pagers, Paging Equipment							
Total (B)							
C. WIRELESS PERSONAL DIGITAL ASSISTANTS (63435)							
63435 Wireless PDAs, Blackberry, etc	19			2	600	2	600
Total (C)	19			2	600	2	600
GRAND TOTAL <i>(Enter on Line 1-D-4 of Form MBR-1)</i>			1,980		1,500		1,500
FUNDING SUMMARY:							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS			1,980		1,500		1,500
TOTAL FUNDS			1,980		1,500		1,500

**SCHEDULE E
SUBSIDIES, LOANS & GRANT**

Office of State Aid Road Construction

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013
A. SCHOOL GRANTS TO COUNTIES & MUNICIPALITIES (64000-64599)			
TOTAL (A)			
B. GRANTS TO I.H.L. & OTHER POLITICAL SUBDIVISIONS (64600-64699)			
TOTAL (B)			
C. GRANTS TO NON-GOVERNMENT INSTNS & INDS (64700-64999)			
TOTAL (C)			
D. DEBT SERVICE & JUDGEMENTS (65000-65399)			
65040 Interest on Lease Purchases			
TOTAL (D)			
E. OTHER (66000-89999)			
State Aid	65,150,470	90,000,000	90,000,000
Federal Aid	36,609,832	60,000,000	60,000,000
Local System Bridge Program	26,360,827	40,000,000	40,000,000
General Fund			
TOTAL (E)	128,121,129	190,000,000	190,000,000
GRAND TOTAL <i>(Enter on Line I-E of Form MBR-1)</i>	128,121,129	190,000,000	190,000,000
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS	36,609,832	60,000,000	60,000,000
OTHER SPECIAL FUNDS	91,511,297	130,000,000	130,000,000
TOTAL FUNDS	128,121,129	190,000,000	190,000,000

**NARRATIVE
2013 BUDGET REQUEST**

Office of State Aid Road Construction
Name of Agency

FY 2013 HUMAN RESOURCES NEEDS NARRATIVE

AGENCY NAME: Office of State Aid Road Construction (State Aid)

AGENCY NUMBER: 0947

TOTAL: \$43,689.96

The Office of State Aid Road Construction administers Mississippi's State Aid Road Program to assist Mississippi's 82 counties in the construction and maintenance of secondary, non-state owned roads and bridges. State Aid also administers the Local System Bridge Replacement and Rehabilitation Program (LSBP) in Mississippi for the repair or replacement of the bridges with the greatest need, as well as administering special projects funded through the Federal Highway Administration and the Mississippi Development Authority (MDA). Additionally, State Aid administers the FHWA's National Bridge Inspection and Inventory program for the approximately 11,000 county and locally owned bridges in Mississippi.

The Office of State aid Road Construction currently has authorized 55 staff positions and operates on an annual budget in excess of \$235 million, of which approximately \$4.1 million is used for the administration of the agency. The remainder of the budgeted funds is put toward construction and maintenance.

I. New Positions: No Request

II. Funding for Existing Vacant Positions: No Request

III. Upward Reallocations (7): \$ 37,870.23

Administrative Services Bureau:

The following reallocations are in the Administrative Services Bureau that is responsible for providing all support functions for the agency to include the Human Resources and Accounting and Finance.

1. PIN 5: Personnel Officer IV to Personnel Office Director.

This position reports directly to the DOT-Administrator and has assumed full responsibility for the planning and executing of the agency's human resources management program. This includes responsibilities for: recruiting, resolving staffing and organizational issues, counsels with division heads on personnel needs and problems. This incumbent is also responsible for interviewing candidates for employment, preparing reports, organization charts of personnel activity, reporting on the Equal Employment Opportunity program, developing and maintaining personnel allocation plans and handling ADA issues. This position serves as liaison with the State Personnel Board and Public Employees Retirement System on personnel transactions and matters, and makes recommendations concerning staffing, salary increases and training. This incumbent is responsible for interpreting and applying SPB and OSARC policies and procedures, and employment laws, interpreting laws involving suspension, pay, layoff, dismissal and reemployment. The incumbent of this position has the substantial responsibility of administering the agency's human resources program with only general review by superiors. The agency head and the director of Administrative Services rely on the incumbent of this position to be informed, to analyze and resolve human resource issues and to make independent judgments in interpretation and application of policies and state and federal employment laws. The incumbent in this position has also been responsible for supervising an Administrative Assistant for 3 years. The work performed is clearly reflective of the Personnel Office Director job classification.

**NARRATIVE
2013 BUDGET REQUEST**

Office of State Aid Road Construction
Name of Agency

2. PIN 1: Accounting Auditing Division Director to Office Director II:

This position is responsible for Coordinating and supervising the operations of the agency's Accounting and Finance Division and related programs that support statewide construction projects and the administrative functions of the agency. Assisting in the establishment of goals and objectives, the development of policies and procedures, and long range planning for the agency in compliance with State and Federal regulations. Maintains involvement with administrative and personnel management decisions. Considered a Subject Matter Expert for MAGIC. Serves as liaison with eighty-two Counties, the Legislative Budget Office, Department of Finance and Administration, outside vendors, and other agencies in matters relating to accounting, finance, and various other business matters within the agency.

3. PIN 18: Office Director II to Administrator Deputy.

The organization of Office of State Aid Road Construction as of July 1, 2011 will have 4 major components:

1. The State Aid Engineer directs the funding, all project approvals, project oversight and Legislative matters involving the agency.

2. One DOT-Engineer Bureau Administrator serves as Assistant State Aid Engineer directing the District Engineers who oversee all State Aid projects developed in the 82 counties in the State of Mississippi

3. One DOT-Engineer Bureau Administrator serves as Assistant State Aid Engineer directing the internal State Aid project development

4. Officer Director II directs all administrative functions of the agency.

The duties of the Office Director II, PIN 18, position have been expanded and are now more reflective of the Administrator, Deputy (Occu 6597) classification. The incumbent will be serving as the deputy to the State Aid Engineer directing highly specialized professional and technical staff, 24 employees or 44% of the agency's full time positions, in all of the agency's divisions with administrative functions such as Human Resources, Information Technology, Accounting and Finance, Contract Administration and Process Maker/File Room. In addition, the incumbent serves as the agency's Legislative liaison and implementation coordinator for MAGIC, Mississippi's Accountability System for Government Information and Collaboration. The incumbent is a strategic partner with the State Aid Engineer in determining major departmental policy and short to long term goals; provides input into other significant agency operations; and exercises final authority in establishing objectives, standards, and control measures within the context of broad, general policy guidelines for large programs having significant statewide impact.

The catastrophic 2007 Minnesota Bridge collapse resulted in the Federal Government forcing states to re-analyze their bridges as to compliance with Federal guidelines and regulations. This has involved the re-analysis of our 11,000 bridges in Mississippi. A project of this magnitude has and will continue to increase workloads and will involve all major components listed above. The agency is currently undergoing a complete overhaul of most administrative divisions as well as preparing for the Bridge analysis requirements and MAGIC. Described below are some of the areas of impact on the administrative functions.

a. Process Maker/File Room: The agency is in the middle stages of introducing a paperless document management system. This will include the reorganization of the file room personnel and setting up a Process Maker/File room manager. The file room currently maintains all project files, processes mail, distributes and re-routes all project forms and mail, and has several other duties as assigned. As soon as the Process Maker /File room manager and the Process Maker system are in place, all hard copies will enter this division and scannable forms will be scanned and electronically routed. Scanned hard copies will be filed as a daily receipt batch. Once this is achieved the File room

NARRATIVE
2013 BUDGET REQUEST

Office of State Aid Road Construction

Name of Agency

will be responsible for Process Maker routing as well as tracking unscanned hard copies. All agency forms will have to be re-formatted and bar coded for scanning. All counties will have to be educated as to what's needed on their end to aid in this process. Computer assets will have to be upgraded and personnel trained on Process Maker procedures. A detailed manual will have to be produced and maintained with all forms and instructions as to Process Maker policies and procedures. File room personnel will have to be trained for their new duties. The old system and Process Maker will have to be maintained in conjunction with each other until the bugs are worked out and there is surety that Process Maker is working properly before converting entirely. The bridge re-analysis will obviously increase the volume and form types circulating throughout the office. This will involve many more hours and education for the File Staff. There will also be an installation of a data base (Knowledge Tree) and conversion of all paper and electronic data for all projects since the inception of State Aid to Knowledge Tree. This will allow proper off-campus housing of all project data for Emergency Preparedness as well as allow immediate access to all data by State Aid staff. This conversion should permanently store and protect project data for the future.

b. Contract Division: This division is continuing to be overhauled. New management has been put in place. They will need to be trained not only in the normal project procedures but also in Process Maker. They process all project estimates, audit "estimates to be paid" for accuracy, audit projects when they are to be finalized, and insure the counties and contractors are in compliance with State and Federal guidelines. This involves constant contact with counties and contractors.

Every transaction, every State and Federal compliance issue, finalizing projects and subsequent audits will cause increases in their volume and changes in their policies and procedures. This department will have to make constant adjustments to Federal requirements for the bridge analysis projects. Also, new guidelines will have to be established for future bridge analysis to avoid non-compliance issues in the future. Currently there are no desk or division manuals for this area. All policies, procedures, and compliance issues will have to be documented in a central manual as well as a desk manual for each employee.

c. Accounting Division: We are also reorganizing the accounting division in preparation of the introduction of the new statewide accounting system (MAGIC). Our entire accounting system will need to be converted to this new system over the next 2 ½ years. Serving as MAGIC coordinator will require approximately 25% of the incumbent's time to be dedicated to MAGIC implementation. We currently have a separate project accounting system as well as SAAS. The MAGIC conversion will involve merging these two systems together into one. Our workflow system must be interfaced with MAGIC to create a seamless process from our workflow to MAGIC. The bridge inspections project will affect the accounting division in a major way as well. All funds and transactions have to be processed and tracked in the Accounting division. The Federal Highway Administration (FHWA) is requiring "base-line" inspections on all bridges in the inventory. This has lead to the processing of additional Payment Voucher's. New policies and procedures are being developed to adjust to these changes. This will involve new organizational structure as well as new policies and procedures. We will need new desk manuals as well as central manual in this area as well.

d. Information Technology Division: We must add new assets and software to the agency in order to store and safeguard our current records, prepare for Process Maker/Knowledge Tree implementation, web base all applications possible, comply with emergency preparedness guidelines and produce desk and division manuals for all duties performed.

The complexity of the areas of responsibility have increased to the level that the higher classification is justified. Failure to reallocate the position would result in inequitable classification.

4. PIN 13: Account Auditor III, Professional to Account Auditor IV, Professional. This position is responsible for performing professional accounting and auditing duties such as: agency payroll and travel for employees and

**NARRATIVE
2013 BUDGET REQUEST**

Office of State Aid Road Construction

Name of Agency

contractual workers, administrative accounts payable, general ledger reconciliation of separate construction accounting system, and assisting the accounting department in accounting activities supports all county roadway and bridge construction and maintenance projects statewide that are administered through the agency. Serves as a backup for purchasing, GAAP reporting, budgeting, and various other accounting, auditing and human resource functions of the agency. Supervises and trains other accounting personnel on accounting systems. Assists in MAGIC implementation preparation.

5. PIN 44: Staff Officer I to Staff Officer II.

The incumbent of this position reports directly to the agency head and is tasked with providing administrative support to the State Aid Engineer, senior management and all agency staff, county engineers and Boards of Supervisors. In addition, the incumbent makes presentations on State Aid Projects to the MDOT Commission, attends meetings on behalf of the State Aid Engineer, participates in meetings with legislators on all aspects of the State Aid Road program and responds to calls and correspondence pertaining to State Aids programs. Additional duties added have been assisting the State Aid Engineer in drafting proposed legislation beneficial to the program as well as explaining proposed legislation to legislators and committees as needed.

The incumbent assists the State Aid Engineer in determining major policy and provides input into other significant agency operations. The Staff Officer II job description states "this is technical/administrative work in assisting an administrative superior in formulating, directing, and coordinating a wide variety of an Office's functional areas of work". Since the incumbent of PIN 44 provides that level of administrative support to the State Aid Engineer who serves as the agency head, failure to reallocate the position would result in inequitable classification.

6. PIN 47: Contract Analyst III to Contract Analyst, Sr.

The incumbent of this position has increased work duties. This position is cross training with the supervisor of Contracts. This position has also taken on supervisory functions. This incumbent directs the administrative functions of contracts. This position negotiates contracts with subcontractors by mail, phone and personal contact. They initiate bid specifications and advertisements for bid openings. They review contract proposals and review subcontracts for compliance according to SOP's. They also review work of subordinates for accuracy. This incumbent also acts as liaison between Contract employees and superiors. They also are responsible for the distribution of workloads, failure to reallocate the position would result in inequitable classification.

7. PIN 08: Administrative Assistant IV to Administrative Assistant V.

The incumbent in this position has taken on more responsibilities. They are responsible for drafting, typing and mailing correspondence for all District Engineers and Assistant State Aid Engineers. They also schedule meetings and training classes for all District Engineers. They prepare written information on all county projects. They are responsible for receiving and distributing testing charges to the County Engineers. They also handle all phone calls pertaining to testing invoices. This incumbent is responsible for maintaining and updating any and all information on all 82 counties. This incumbent maintains, types and distributes weekly itineraries. They also maintain department files and records. They serve as liaison to District Engineers and Assistant State Aid Engineers. They also review work to assure accuracy. This incumbent also prepare monthly reports for Testing Engineer. Failure to reallocate the position would result in inequitable classification.

IV. Reclassification (3): \$5,819.73

Reclassification authority allows for career development and advancement which significantly increases retention and secures depth of knowledge in all classifications. There are 3 positions eligible for reclassification at this time.

**NARRATIVE
2013 BUDGET REQUEST**

Office of State Aid Road Construction _____

Name of Agency

Classifications included in this budget for which the agency plans to use is:

Administrative Assistant series

V. Educational Benchmarks: No Request

VI. Special Compensation/Experience Benchmarks: No Request

VII. Callback Pay (Currently Authorized): No request

VIII. Additional Compensation (Not Currently Authorized): No Request

IX. FLSA Overtime Pay: No Request

X. Position Status Change: No Request

XI. Standby Pay (Currently Authorized): No Request

**OUT-OF-STATE TRAVEL
FISCAL YEAR 2011**

Office of State Aid Road Construction

Agency Name

Note: All expenditures recorded on this form must be totaled and said total must agree with the out-of-state travel amount indicated for FY 2011 on Form Mbr-1, line I.A.2.b.

Employee's Name	Destination	Purpose	Travel Cost	Funding Source
Bond, John Ferris Jr	Norfolk, VA	AASHTO National Civil Rights Symposium	1,190	Special
Bond, John Ferris Jr	Baton Rouge, LA	Title VI Interdisciplinary Training	291	Special
Cooper, Kimberly Renee	Norfolk, VA	AASHTO National Civil Rights Symposium	1,324	Special
Davis, Charles W	Little Rock, AR	SASHTO Annual Meeting	647	Special
Dixon, Chris David	Little Rock, AR	SASHTO Annual Meeting	505	Special
Henley, Travis Stanley	Gulf Shores, AL	IMSA Certification Exam	638	Special
Jordan, Daniel Gervis	Norfolk, VA	AASHTO National Civil Rights Symposium	1,349	Special
Lazarou, Alexandrina	Washington, D.C.	AGA National Internal Control Conference	1,488	Special
Miller, J. Brooks Sr	Santa Fe, NM	MRBA Annual Convention	1,721	Special
Miller, J. Brooks Sr	Atlanta, GA	FHWA/DOT Meeting	740	Special
Mohr, Sandra Lynn	Norfolk, VA	AASHTO National Civil Rights Symposium	1,266	Special
Stuart, Brandi Westbrook	Washington, D.C.	AGA National Internal Control Conference	1,477	Special
Total Out of State Travel Cost			\$12,636	

FEES, PROFESSIONAL AND OTHER SERVICES
(EXPENDITURE CODES 61600-61699)

Office of State Aid Road Construction

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013	Fund Num.
61610 Engineering Services					
61610 D&D Hinton Mgmt Svcs / Engineering <i>Comp. Rate: 75.00/hr</i>		46,950	60,000	60,000	3947/394T
61610 Michael Baker Jr Inc / Engineering <i>Comp. Rate: 100.00/hr</i>		206,282	450,000	450,000	3947/394T
61610 Richard E Turner / Engineering <i>Comp. Rate: 75.00/hr</i>	Y	26,525	65,000	65,000	3947/394T
TOTAL 61610 Engineering Services		<u><u>279,757</u></u>	<u><u>575,000</u></u>	<u><u>575,000</u></u>	
61612 MDOT Engineering Services					
TOTAL 61612 MDOT Engineering Services					
61615 SAAS Fees - DFA					
61615 SAAS Fee - DFA / MMRS - SAAS <i>Comp. Rate: per DFA assessment</i>		6,915	7,332	5,499	3947/394T
TOTAL 61615 SAAS Fees - DFA		<u><u>6,915</u></u>	<u><u>7,332</u></u>	<u><u>5,499</u></u>	
61616 MMRS Fees					
61616 MMRS Fees / Computer Services <i>Comp. Rate: per DFA assessment</i>		7,867	7,286	7,286	3947/394T
TOTAL 61616 MMRS Fees		<u><u>7,867</u></u>	<u><u>7,286</u></u>	<u><u>7,286</u></u>	
61620 Department of Audit					
61620 Department of Audit / Audit Services <i>Comp. Rate: 12.50/hour</i>		60,894	60,000	60,000	3947/394T
TOTAL 61620 Department of Audit		<u><u>60,894</u></u>	<u><u>60,000</u></u>	<u><u>60,000</u></u>	
616XX Personnel Services Contracts (61635-61658)					
61650 State Personnel Board 3610 / Training <i>Comp. Rate: 300/per employee/per clas</i>		1,210	1,500	3,333	3947/394T
61650 State Personnel Board 3614 / Agency Assesment <i>Comp. Rate: 140/per employee</i>		6,731	7,000	7,000	3947/394T
TOTAL 616XX Personnel Services Contracts (61635-61658)		<u><u>7,941</u></u>	<u><u>8,500</u></u>	<u><u>10,333</u></u>	
61680 Temporary Employment Fees					
Tempstaff Inc / Receptionist Services <i>Comp. Rate: 10.92/hour</i>		3,112			3947/394T
TOTAL 61680 Temporary Employment Fees		<u><u>3,112</u></u>			
61690 Other Fees & Services					
61690 Whitten Group / Personnel/Training <i>Comp. Rate: 140/hour</i>		945	2,000	2,000	3947/394T
61690 Stephen Sacca / Computer Services <i>Comp. Rate: 100/hour</i>			5,000	5,000	3947/394T
61690 Melodie Upkins / Accounting/Training <i>Comp. Rate: 50/hour</i>	Y	5,350			3947/394T
61690 P & D Maczka Inc / Installation Services <i>Comp. Rate: 40/hour</i>					3947/394T
61690 DataBank IMX LLC / Microfilm Services <i>Comp. Rate: 42.50/box</i>		16,894	10,000	10,000	3947/394T

FEES, PROFESSIONAL AND OTHER SERVICES

Office of State Aid Road Construction

Name of Agency _____

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2011	(2) Estimated Expenses FY Ending June 30, 2012	(3) Requested for FY Ending June 30, 2013	Fund Num.
TOTAL 61690 Other Fees & Services		<u>23,189</u>	<u>17,000</u>	<u>17,000</u>	
GRAND TOTAL (61600-61699)		389,675	675,118	675,118	

VEHICLE PURCHASE DETAILS

Office of State Aid Road Construction

Name of Agency

Year	Model	Person(s) Assigned To	Vehicle Purpose/Use	FY2013 Req. Cost
Work Vehicles				
63391 Truck, Heavy Duty Pickup (TK HU)				
2012	Titan	Pool Car	Travel to State Aid Projects	30,000
2012	Titan	Dan Tolar	Travel to State Aid Projects	30,000
2012	Titan	Chris Dixon	Travel to State Aid Projects	30,000
TOTAL WORK VEHICLES				90,000
TOTAL VEHICLE REQUEST				90,000

**VEHICLE INVENTORY
AS OF JUNE 30, 2011**

Office of State Aid Road Construction

Name of Agency

Veh. Type	Vehicle Descript.	Model Year	Model	Person(s) Assigned To	Purpose/Use	Tag Number	Mileage On 6-30-11	Average Miles per Year	Replacement Proposed	
									FY 2012	FY 2013
W	Ford	2005	Taurus	Current Pool Car	Travel to State Aid Projects	G032905	90,158	2,556		Y
W	Ford	2005	Crown Vic	Carey Webb	Travel to State Aid Projects	G032908	114,999	10,091	Y	
W	Ford	2006	Crown Vic	Brooks Miller	Travel to State Aid Projects	G036547	132,179	27,066		
W	Chevrolet	2007	Malibu	Mac Fulghum	Travel to State Aid Projects	G042497	99,507	19,985	Y	
W	Chevrolet	2008	Impala	Dan Tolar	Travel to State Aid Projects	G044301	72,403	16,069		Y
W	Chevrolet	2008	Impala	Jerry Gilliland	Travel to State Aid Projects	G044300	149,751	38,908		
W	Chevrolet	2008	Impala	Butch Swales	Travel to State Aid Projects	G044302	116,767	23,694	Y	
W	Chevrolet	2009	Impala	Chris Dixon	Travel to State Aid Projects	G050967	63,339	30,895		Y
W	Nissan	2009	Titan	Bridge Division Pool Car	Travel to State Aid Projects	G051350	15,787	5,470		
W	Nissan	2009	Titan	Bridge Division Pool Car	Travel to State Aid Projects	G051349	15,716	5,308		
W	Chevrolet	2010	Impala	Jack Jackson	Travel to State Aid Projects	G052757	46,579	33,163		
W	Chevrolet	2010	Impala	Lowery Germany	Travel to State Aid Projects	G052756	33,143	23,168		
W	Chevrolet	2010	Impala	Joel Bridges	Travel to State Aid Projects	G052758	62,444	49,249		

Vehicle Type = Passenger/Work

**PRIORITY OF DECISION UNITS
FISCAL YEAR 2013**

Office of State Aid Road Construction _____
Agency Name

Program	Decision Unit	Object	Amount
Priority # 0			
Program # 1 : ADMINISTRATIVE			
	Realloc & Reclass		
		Salaries	43,690
		Total	43,690
		Other Special Funds	43,690

CAPITAL LEASES

Office of State Aid Road Construction
 Name of Agency

Vendor/ Item Leased	Original Date of Lease	Original Number of Months of Lease	Number of Months Remaining on 6-30-11	Last Payment Date	Interest Rate	Amount of Each Monthly/Yearly Payment			Total of Payments to be Made						
									Principal	Interest	Total	Actual FY 2011	Estimated FY 2012		
						Principal	Interest	Total					Principal	Interest	Total
/	//	0	0	//	.000										

Summary of 3% General Fund Program Reduction to FY2012 Appropriated Funding by Major Object

Office of State Aid Road Construction _____

Major Object	FY2012 GENERAL FUND REDUCTION	AFFECT ON FY2012 STATE SUPPORT SPECIAL FUNDS	AFFECT ON FY2012 FEDERAL FUNDS	AFFECT ON FY2012 OTHER SPECIAL FUNDS	TOTAL 3% REDUCTIONS
PERSONAL SERVICES					
TRAVEL					
CONTRACTUAL SERVICES					
COMMODITIES					
OTHER THAN EQUIPMENT					
EQUIPMENT					
VEHICLES					
WIRELESS COMM. DEVICES					
SUBSIDIES, LOANS, ETC					
TOTALS					